LISC LOCAL INITIATIVES SUPPORT CORPORATION

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Position Description

POSITION TITLE:	Fund Analyst
REPORTS TO:	Senior Director, Fund Performance, Strategic Investments
JOB CLASSIFICATION:	Full Time/ Exempt, Grade 13
LOCATION:	Washington, DC

About LISC

What We Do

With residents and partners, LISC forges resilient and inclusive communities of opportunity across America – great places to live, work, visit, do business and raise families.

Strategies We Pursue

- Equip talent in underinvested communities with the skills and credentials to compete successfully for quality income and wealth opportunities.
- Invest in businesses, housing and other community infrastructure to catalyze economic, health, safety and educational mobility for individuals and communities.
- Strengthen existing alliances while building new collaborations to increase our impact on the progress of people and places.
- Develop leadership and the capacity of partners to advance our work together
- Drive local, regional, and national policy and system changes that foster broadly shared prosperity and well-being.

Over the last 40 years, LISC and its affiliates have invested approximately $20 billion in businesses, affordable housing, health, educational mobility, community and recreational facilities, public safety, employment and other projects that help to revitalize and stabilize underinvested communities. Headquartered in New York City, LISC's reach spans the country from East coast to West coast in 37 markets with offices extending from Buffalo to San Francisco. Visit us at www.lisc.org

About Strategic Investments

The LISC Strategic Investments team leads the design, development, and deployment of impact investment funds in LISC's local markets nationwide. Strategic Investments employs an "impact first" investment methodology that optimizes the impact on the communities we care about while achieving sustainable risk-adjusted returns for investors.

The unique power of LISCs local office presence combined with the strength of our national investment expertise is a powerful combination for creating real impact in the communities we serve. This network requires careful coordination between Strategic Investments, the LISC Local Offices, and other stakeholders within LISC. While many groups within the LISC organization support fund management activities, the Strategic Investments team is ultimately responsible for ensuring a successful track record for LISC's off balance sheet fund investments. Visit us at www.liscstrategicinvestments.org

About This Role

The Strategic Investments team has been organized into functional expertise groups that lead and support the activities necessary to design, raise, deploy, and manage Impact Funds. Those functional groups are listed below:

1. Fund Design & Modeling – fund concept design and modeling, market testing
2. Fund Development – raising money from investors for the fund

3. Fund Deployment – creating the investment origination strategy and managing the underwriting and investment process
4. Fund Performance & Reporting – managing the performance of existing investments, completing impact reporting, and managing conduit funds

This role will support the Fund Performance function. More specifically, this position will focus on the operations of loan funds that provide liquidity to financial intermediaries (primarily Community Development Financial Institutions, or CDFIs) working with small businesses and nonprofits across the country.

Responsibilities

The following are an indication of the position's core responsibilities; these are intended to illustrate the scope of responsibilities and are not exclusive of other duties that may be required.

Conduit Fund Management

- Manage an online system to collect weekly and monthly information from more than 15 partner intermediaries
- Use a SQL database and DOMO business analytics for weekly & monthly financial reporting
- Communicate with intermediaries on data reconciliation
- Identify, prioritize and engage in problem solving with CDFI partners, internal teams including IT, and offer recommendations when issues arise
- Create and/or update policies & procedures
- Reconcile cash purchases and transfers with intermediaries and conduit loan funds
- Perform all other duties as assigned

Fund Reporting

- Analyze data for key data metrics on fund performance such as utilization and concentration; create reports for internal use and for partners
- Complete all required financial and impact reporting for funds
- Perform all other duties as assigned

Qualifications

- Bachelor's degree from an accredited college or university
- Minimum three (3) years of finance experience, preferably in banking/finance or community development
- Working knowledge of small business lending preferred
- Strong communication, analytical, decision-making, time management, organizational, follow-up and relationship management skills
- Self-starter, ability to work independently as well as collaboratively
- Strong organizational and presentation skills
- Expert in Microsoft Excel (e.g. If/then statements, VLOOKUP, HLOOKUP)
- Knowledge of SQL databases and/or DOMO preferred
- Passion for impact investing and helping under-served communities

LISC offers a competitive salary and excellent fringe benefits. This position is expected to travel less than once per month, up to 15% annually.

To apply, please send a cover letter and resume via email to: strategicinvestments@lisc.org. Please be certain to include the title of the position for which you are applying and your name in both the subject of your email.

LISC IS AN EQUAL OPPORTUNITY EMPLOYER
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